

26 September 1950

MEMORANDUM TO: Assistant Directors and Staff Chiefs
FROM : Acting Executive
SUBJECT : CIA Russian Language Training Program

1. Arrangements have been completed to initiate a three-phase course of instruction in the Russian language for employees of this Agency. This training program will be conducted as a function of the Testing, Standards and Training Branch, Personnel Division. The course of instruction will be an unclassified intra-Agency activity and will be supported as an Agency service. Employees, who are nominated and approved for instruction will be credited with official duty time for hours spent in class.

2. Classes organized under this program will commence on 9 October 1950, and will be held in rooms located at [REDACTED] Present facilities provide for four separate classes, each accommodating ten students, to be set up as follows:

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a. Two classes of basic instruction in Russian, to consist of three 2-hour sessions per week for 26 weeks.

b. Two classes of intermediate level instruction in Russian, to consist of two 2-hour sessions per week for a period of 20 weeks. (Note: Advanced instruction will be substituted for intermediate training in one or both of these classes should qualifications of selected students warrant.)

3. A tentative weekly schedule of meeting periods for these four classes is provided in Attachment A. (Variations as to specific hours for classes will be considered should the regular duty assignments and preferences of students show practicable justification for such changes.)

4. A brief description of the subject matter to be covered and objectives to be attained in the basic, intermediate, and advanced phases of Russian language training is given in Attachment B.

5. Inasmuch as the number of CIA employees desiring instruction in the Russian language is judged to be greater than the number that can be accommodated at the onset of this program, temporary quotas will be established by the Personnel Director, for the various Offices expected to nominate candidates.

6. It is requested that Assistant Directors and Staff Chiefs concerned forward lists of candidates with names arranged in order of priority as to need for this training, to the Chief, Personnel Division not later than 4 October.

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TEMPORARY WEEKLY
SCHEDULE

FOR

RUSSIAN LANGUAGE TRAINING

	<u>1000 to 1200 Hours</u>	<u>1300 to 1500 Hours</u>
Monday	Basic Course Group A	Basic Course Group B
Tuesday	Inter. (or Adv.) Course Group A	Inter. (or Adv.) Course Group B
Wednesday	Basic Course Group A	Basic Course Group B
Thursday	Inter. (or Adv.) Course Group A	Inter. (or Adv.) Course Group B
Friday	Basic Course Group A	Basic Course Group B

Note: Classes will be limited to not more than ten students.

Attachment A

RESTRICTED

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DESCRIPTION OF THE VARIOUS PHASES
OF CIA RUSSIAN LANGUAGE TRAINING PROGRAM

I. Elementary Course:

The course is designed as a general introduction to the Russian language, covering all the essential rules of grammar and grammatical tables necessary to give the student a practical knowledge of the language. The vocabulary and phraseology used is such as to apply to the more usual topics of everyday life. Particular attention is given to the characteristics of the Russian language as compared with English.

II. Intermediate Course:

Introduction to intermediate grammar and composition, together with use of Russian readers for oral practice and translation. Informal conversation is encouraged in class with special attention given to the use of the grammar which has been already worked through, or which is dealt with in the current phase.

III. Advanced Course:

A more general and penetrating study of the theory of modern Russian with practical illustrations from Russian Literature. Use of present-day Russian newspapers and periodicals to enable students to hold discussions of current events in class. Utilization of advanced Russian readers for oral practice and translation.

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